

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**SCHOOL CROSSING GUARD
POLICE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs traffic direction and facilitates safe student pedestrian crossings near assigned city and county schools. Employee reports to a Captain and/or his/her designee.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs traffic direction and facilitates the safe crossing of students assigned pedestrian crosswalks and streets.. Work includes stopping vehicular traffic and directing students to cross streets and crosswalks. Work is performed in all types of weather conditions during the school year. Employee must exercise independent judgment, discretion, and initiative in completing assignments. Work is performed under the general supervision of a Captain and/or his/her designee and is evaluated through observation and conferences.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Enforces rules related to the safe movement of pedestrians and vehicles at assigned crosswalks and streets.

Monitors and directs automobile and bus traffic entering and exiting school grounds; enforces parking restrictions as they relate to illegal parking at or near crosswalks.

Assists pedestrians in moving safely at designated school crosswalks and/or streets adjacent to schools.

Utilizes hand-held sign(s) or hand-signals to stop or direct traffic.

Provides information or assistance to motorists.

Monitors visitors entering and exiting school grounds and reports any unusual conditions or occurrences to designated authorities or officials.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the standard safety and security practices used in public buildings and roadways.

Some knowledge of the standard methods of reporting and handling emergencies and disturbances.

Ability to maintain order and discipline.

Ability to stand and walk for long periods of time.

Ability to understand and follow oral and written instructions.

Ability to see and hear adequately and to notice unusual conditions and/or circumstances.

Ability to perform job duties in all types of weather conditions.

Ability to communicate effectively in oral form.

Ability to hold small sign(s) or utilize hand-signals to direct vehicular traffic and pedestrian traffic.

Ability to deal with people in a firm, tactful and effective manner.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Completion of education sufficient to ensure the ability to read and write, and some experience preferred; and/or any combination of experience and training required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using the appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having the reading and writing skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

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Salary Grade 3
Non-Exempt
July, 2005